

Sanitized - Approved For Release : CIA-RDP54-00177A000100110019-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 15 October 1948

FROM : Chief, Supply Division

SUBJECT: Monthly Reports - August - September

Forwarded herewith are monthly reports for the months of
August and September.

Due to the tremendous volume of work in the Supply Division,
these reports are reduced to volume only.

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Chief, Supply Division

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VOLUME:Procurement Section:a. Requisitions:

Requisitions numbered and processed.....893
 Distribution as follows:
 Procurement Section.....521
 Storage and Issue.....218
 Typewriter Repair Shop.....66
 Contract Section.....10
 Communications Division.....18
 Real Estate and Utilities.....59
 Special Procurement.....0
 Transportation.....1

Requisitions that have been numbered and distributed but no information
 as to action taken posted on Kardex copy: 1948 1949
 Purchase.....0 237
 Storage and Issue.....15 44
 Storage and Issue (Operational Med).....8 48
 Typewriter Repair.....1 55
 Special Procurement.....1 2
 Real Estate and Utilities.....4 22
 Communications Division.....2 28
 Contract Section.....4 23
 Dispensary.....1 0
 Transportation.....1 0

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrancy by the Finance Division.

Further breakdown of requisitions held within Procurement Section:

Without action.....25
 Pending receipt of bids.....57
 Pending clearance.....4
 Pending justification.....7
 Pending clarification.....7
 Pending repairs and billing.....20
 Number of items.....308

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948: 213 Fiscal Year 1949: 714

Abstracts due to improper requisitioning 38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948: 673 Fiscal Year 1949: 713

b. Purchase Orders:

Purchase orders prepared and typed.....1083
 Total number of items involved.....2800
 PO's prepared but pending checking and signature.....35
 PO's prepared but pending encumbrance by Fiscal Section...105
 Total amount expended.....\$154,659.11

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Procurement Section (continued)c. Telephone Calls:

Total number of telephone calls received.....1230
 Total number of telephone calls out.....1614

d. Bids:

Formal bids prepared and typed..... 28
 Items involved.....365
 Contractors invited to bid.....406
 Formal bids outstanding..... 8

Telephone bids prepared and typed..... 11
 Items involved..... 16
 Contractors invited to bid..... 35
 Telephone bids outstanding..... 0

Wire bids prepared and typed..... 1
 Wire bids outstanding..... 0

Informal bids prepared and typed.....101
 Items involved.....273
 Contractors invited to bid..... 85
 Informal bids outstanding..... 39

e. Letters:

Prepared and typed.....225

f. Memorandums:

Prepared and typed.....152

g. Bills of Lading:

Prepared and typed.....10

h. Wires:

Prepared and typed.....6

i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash..\$106.71

j. Printing and Binding Estimates received.....\$2,603.66APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of September.....76
 Number of requisitions completed during month of September.....63
 Number of requisitions uncompleted from present & previous month.....37
 Overhaul and Shop Work.....25
 Overhaul and Shop Work on S & I machines.....70
 Service Calls.....88
 Services calls made for NSC..... 0
 Total number of machines repaired.....183
 Estimated Dollar Value of all overhauls and repairs.....\$994.05

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to October 1 and which have not been processed.....31
 Requests received in writing during September.....102
 Telephone calls received during September.....1285
 Requests processed by memorandum78
 Requests processed verbally.....525
 Requests processed by FWA Form #52.....35
 Requisitions written for contractual services.....10
 Work orders written for contractual services (\$100,151.00).....34
 Requisitions written, miscellaneous.....1
 Requests processed for moves of equipment.....42
 Space moves 11 Personnel moved.....224
 Man hours worked by regular assigned FWA laborers.....5088
 Man hours worked by additionally assigned FWA laborers.....826

CONTRACT SECTION:

Contracts Completed:

Supply.....	Vouchered	3	\$11,556.00
Supply.....	Unvouchered	0	
Service.....	Vouchered	3	747.20 Est.

Contracts Pending:

Supply.....	Vouchered	4	\$12,498.87
Supply.....	Unvouchered	2	39,410.00
Service.....	Vouchered	1	225.00 Est.

Amendments to Contracts Completed:

Supply.....	Vouchered	1	
Service.....	Vouchered	1	
Developmental.....	Unvouchered	2	

Amendments to Contracts Pending:

Supply.....	Vouchered	1	
Service	Vouchered	1	
Developmental.....	Unvouchered	0	
Leases.....	Vouchered	3	

Terminations to Contracts Completed:

Service	Vouchered	1	
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Unnumbered Contracts Completed.....	Vouchered	1	\$1,140.90
Unnumbered Contracts Completed.....	Unvouchered	4	1,155.87

Invitations to Bid issued.....		5	
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Number of requisitions incomplete as of September 1....		10	
Number of requisitions received Sept. 1 thru Sept. 30..		15	

Number of requisitions completed during September.....		11	
Number of requisitions incomplete as of October 1.....		14	

Total number of contracts, amendments, etc. handled.....		33	
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Contracts awarded during month.....	\$13,852.77
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Leases and Utility contracts awarded during month.....	\$522.20
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STORAGE AND ISSUE SECTION:Furniture Repairs:General Repairs:Service Call RepairsStock Repairs

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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	984	6,786	2,942.2
2. Job orders for reloading and storage			366,238
3. Requests for local delivery or pick-up	644		2,534,975
4. Job orders for Cargo to be processed and packed for overseas	127	811	155,972
5. Requests for Domestic shipments	84	204	16,363
6. Job orders for service	33		644,000
7. Orders for Cargo to be shipped overseas	38	650	142,920

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	490	4,084	451,660
Debit Vouchers	38	48	43,812

Office Equipment

Credit Vouchers	174	389	993
Debit Vouchers	110	200	992

Operational Equipment

Credit Vouchers	43	87	13,179
Debit Vouchers	62	173	15,637

Medical Supplies

Credit Vouchers	13	215	5,993
Debit Vouchers	9	10	1,164

AUGUST 1948

VOLUME:

Procurement Section

a. Requisitions:

Requisitions numbered and processed.....1044

Distribution as follows:

Procurement Section.....563✓
Storage and Issue.....277
Typewriter Repair.....42
Contract Section.....49
Communications Division.....21
Real Estate & Utilities.....51
Special Procurement..... 2
Transportation.....1

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

	<u>1948</u>	<u>1949</u>
Purchase.....	0	386
Storage and Issue	17	74
Storage and Issue (Oper. & Med)....	10	102
Special Procurement.....	1	2
Typewriter Repairs.....	2	35
Real Estate and Utilities.....	4	19
Communications Division.....	3	27
Contract.....	12	20
Dispensary.....	1	0
Transportation.....	1	1

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Division.

Further breakdown of requisitions held within Procurement Section:

(a) Without action70
(b) Pending receipt of bids.....93
(c) Pending clearance..... 8
(d) Pending justification..... 2
(e) Pending clarification..... 16
Pending repairs and billing..... 30
(g) Number of items.....507

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948: 203 Fiscal Year 1949: 787

Abstracts necessary due to improper requisitioning.....38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948: 137 Fiscal Year 1949: 625

b. Purchase Orders:

Purchase orders prepared and typed.....883
Total of items involved.....1552

PO's prepared but pending checking and signature..... 50
PO's prepared but pending encumbrance by Finance..... 90

Total amount expended.....\$108,414.75

c. Telephone Calls

Total number of telephone calls received.....1195
Total number of telephone calls out,.....1346

d. Bids:

Formal bids prepared and typed..... 58
Items involved.....189
Contractors invited to bid.....356
Formal bids outstanding..... 30

Telephone bids prepared and typed..... 14
Items involved..... 60
Contractors invited to bid..... 45
Telephone bids outstanding..... 0

Wire bids prepared and typed..... 1
Wire bids outstanding..... 1

Informal bids prepared and typed..... 203
Items involved..... 865
Contractors invited to bid..... 180
Informal bids outstanding..... 42

e. Letters:

Prepared and typed..... 77

f. Memoranda:

Prepared and typed.....112

g. Wires:

Prepared and typed..... 5

h. Bills of Lading:

Prepared and typed..... 12

i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash.....\$79.70

j. Printing and Binding Estimates received.....\$1,830.67

APPLIANCE MAINTENANCE SECTION

Number of requisitions received during month of August.....80
Number of requisitions completed during month of August.....73
Number of requisitions uncompleted from present and previous
month.....30
Overhaul and Shop work.....11
Overhaul and Shop work on S&I machines..... 45
Services Calls.....163
Service Calls made for NSC..... 3
Total number of machines repaired.....222
Estimated Dollar Value of all overhauls and repairs.....\$819.45

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to September 1 and which have not been processed.....12
 Requests received in writing during August.....94
 Telephone calls received during August.....1305
 Requests processed by memorandum.....84
 Requests processed verbally.....502
 Requests processed by FWA Form \$52.....37
 Requisitions written for contractual services.....13
 Work orders written for contractual services (\$6,295.00)...13
 Requisitions written, miscellaneous.....1
 Requests processed for moves of equipment.....33
 Space moves 8, Personnel moved.....233
 Man-hours worked by regular assigned FWA laborers.....2924
 Man-hours worked by additionally assigned FWA laborers.....458

CONTRACT SECTION:

Contracts Completed:

Supply.....	Vouchered	3✓	\$275,643.12
Supply.....	Unvouchered	2✓	12,880.34

Contracts Pending:

Supply.....	Vouchered	1	1,664.00
Supply.....	Unvouchered	1	30,000.00
Service.....	Vouchered	2	per mo. 45.00 Est.

Amendments to Contracts Completed:

Supply.....	Vouchered	10✓
Service	Vouchered	6✓
Developmental.....	Unvouchered	1✓

Amendments to Contracts Pending:

Supply.....	Vouchered	0
Service.....	Vouchered	1
Developmental.....	Unvouchered	2
Leases.....	Vouchered	2

Unnumbered Contracts Completed.....	Vouchered	9✓	3,060.18
Unnumbered Contracts Completed.....	Unvouchered	9✓	10,407.97

Invitations to Bid issued.....	4✓	288,523.46
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Number of requisitions incomplete as of August 1.....	15
Number of requisitions received August 1 thru August 31..	27

Number of requisitions completed during August.....	32	Draw 275,643.12 3,060.18 278,703.30
Number of requisitions incomplete as of September 1.....	10	

Total number of contracts, amendments, etc. handled.....	53-4-49
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Contracts awarded during month.....	\$301,991.61	4000 12,880.34 10,407.97
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Leases and Utility Contracts awarded during month.....	None	23,703.30 278,703.30 101
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SPECIAL PROCUREMENT:

Number of miscellaneous letters.....	2
Number of letter orders written.....	2✓
Number of verbal orders placed.....	1
Number of requisitions received.....	2
Number of items ordered.....	30,000 rounds ammo.
Number of items for repair.....	15
Number of requests to Special Funds for payment.....	3
Dollar Value.....	\$1,750.80

SPECIAL PROCUREMENT: (continued)

Requisitions pending.....6
a. Awaiting quotation on books.....2
b. Awaiting quotation on film and camera.....2
c. Awaiting quotation on holsters and targets.....2

STORAGE AND ISSUE SECTION:

Furniture Repairs:

General Repairs.....Service Calls: 16 Stock Repairs: 2
Refinishing.....Stock Repairs: 12

STORAGE AND ISSUE SECTION

STORAGE AND ISSUE SECTION		Unit	Weight
1.	Purchase Orders received	901	294,115
2.	Job orders for reloading and storage	785	2,034,973
3.	Requests for local delivery or pick-up	162	1,734,986
4.	Job orders for Cargo to be processed and packed for overseas	94	278,502
5.	Requests for Domestic shipments	27	88,434
6.	Job orders for service	116	534,000
7.	Orders for Cargo to be shipped overseas		240,226
Office Supplies		221	
Number of Transactions		3,835	651,440
		47	14,437
Credit Vouchers			1,125
Debit Vouchers			1,498
Credit Vouchers			21,726
Debit Vouchers			45,638
Credit Vouchers			15,924
Debit Vouchers			48